

PERSONAL PROPERTY DAMAGE SUMMARY RECORD (RM-PPDSR) INSTRUCTIONS

This form is used to record the State personal property (contents and equipment) that is damaged or destroyed in the event of a loss or disaster.

Complete the record as follows:

1. **Applicant:** Enter your organization's name.
2. **PA ID:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
3. **PW #:** Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.
4. **Claim Number:** Enter the claim number assigned by the Risk Management Office or the disaster declaration number. The Risk Management Office or the Public Assistance Coordinator can tell you what it is if you don't know it.
5. **Location/site:** Enter physical address or location of project.

Description of Damaged Property: Provide the information and supporting documents to prove ownership of the items. Copies of the inventory or purchase orders and invoices will be acceptable.

* **Grand Total:** Add the numbers in the Total Cost blocks and enter the result here.

** Reimbursement is made on a replacement cost basis for most items. However, verification of the purchase if the replacement item must be provided.